# postpoad

WHO WE ARE & WHAT WE DO



## WHAT'S INSIDE

ABOUT US	3
OUR PROCESS	4
GALLERY	5
WHAT TO EXPECT	6
FAQ'S	7
NEXT STEPS	8





My name is Lauren and I am the dreamer and designer behind Post Road Studio, a wedding stationery business based out of Brisbane. It's lovely to meet you!

From a very young age, I was always obsessed with weddings. I started Post Road Studio with the intention of designing beautiful wedding stationery for beautiful people.

My love for minimalistic and timeless design encourages me to not only produce my best design work, but to design for the couple in a way that truly reflects their unique style and personality. From save the dates and invitations, to menu cards, placecards and signage, I take care of everything!

I work closely with my clients to ensure that their vision is brought to life. I would love to work alongside you to ensure we can create your dream day.

Let's be friends!

## **OUR PROCESS**

#### LET'S CHAT

GATHERING

I will have a chat about your vision, how I can best compliment your style and provide you with a quote. We can continue revising the quote until it's perfect for you.

Once accepted, you'll make a deposit payment and sign my terms and conditions to secure a place in my calendar. The time has now come to start gathering information about you and your wedding day. I will start to send you documents for you to fill in. We're talking wedding day specifics (ceremony start time, RSVP details etc), guest lists, table layouts, menu items, the works!

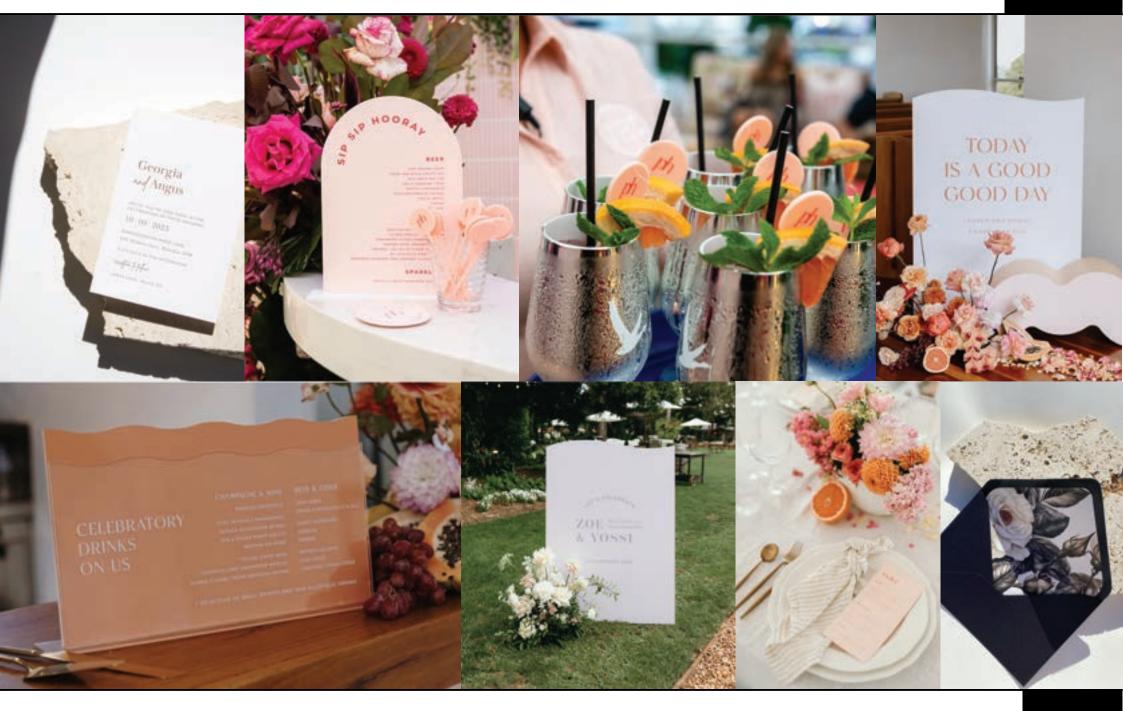
#### DESIGN

This is the most exciting part, in my opinion! Sit back and relax and wait for the initial concepts to hit your inbox. You love it? Great! You want to make a few changes? This is the time where I work with you to ensure everything is perfect.

#### **PRINT & DELIVERY**

Upon approval of the design proofs, I will start to prepare the files for print. When I receive the products, I will package everything up and can either organise collection, delivery or on the day setup assistance.





## WHAT TO EXPECT

#### **THOROUGH PROCESS**

My process is very thorough, and for good reason! When you're handling multiple files at once, there's always bound to be a mistake here and there. I work to a very detailed filing and work system, ensuring that no details are missed!

#### **GREAT COMMUNICATION**

I will be in contact with you at every stage of the project, to let you know how I am getting on. I also expect you to be in constant contact too, to ensure the project runs smoothly.

#### **BUILDING RELATIONSHIPS**

I build relationships that LAST. I am not just here for the work. am here to design beautiful pieces and to build and maintain relationships that last well into post-wedding life.

#### HIGH QUALITY DELIVERY

I only work with the best in the business. My suppliers are second to none and I hold them very close to my heart. I trust them to produce nothing but the highest of quality.

## FREQUENTLY ASKED QUESTIONS

#### DO YOU DESIGN DIGITAL FILES ONLY?

Absolutely! Please reach out for a design only quote.

#### DO YOU SUPPLY PROOFS BEFORE PRINTING?

Yes I do. I supply a digital proof before any order goes to print, whether that's invitations, menus, signage etc.

#### CAN I ORDER SAMPLES?

I do keep a small number of samples on hand so if there is anything in particular that you're looking for, I would be more than happy to send you a sample.

#### HOW LONG DOES THE INVITATION DESIGN PROCESS TAKE?

This can vary depending on how long you take to supply information and approve concepts, however on average the process can take anywhere from 3-6 weeks.

#### WHEN SHOULD WE SEND OUR INVITATIONS?

This all depends on if you're sending a save the date. I recommend sending your save the dates 10-12 months before your wedding and sending your invitations 3-7 months prior.

#### WHEN IS THE LATEST WE CAN GIVE YOU OUR CONFIRMED GUEST LIST FOR SIGNAGE?

The latest I recommend leaving this is 3-6 weeks before your wedding day. This ensures I have enough time to make revisions and have the order printed and collected.

## NEXT STEPS...

#### LET'S CHAT & THE QUOTING PROCESS

Do you have a vision for your day and would like some pricing for your stationery? Send me an email with the specifics and I can provide you with some ideas and pricing.

#### **COMMITMENT & DEPOSIT PAYMENT**

Are you happy with your quote? If so, I will send you over an invoice for a 50% deposit and my terms and conditions to sign. These need to be paid and signed to secure the booking in my calendar.

#### **MY FAVOURITE PART, DESIGNING!**

When the time comes, I will request the appropriate information from you and will start the design process. Here I will make amendments until you are 100% happy with your concept.

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